

**TRANSPORTATION  
SUPERVISOR  
WS-5701-10**

**TRANSPORTATION**

## Intorduction

The purpose of this position is to plan, direct and control the operation of the Transportation Branch, located in the Facilities Management Division, Facilities Mgmt & ~~Airfield Support Dept., NAS Lemoore.~~ The branch consists of the following sections.

**Maintenance:** Performs all repairs to heavy mobile equipment including the removing, overhauling and installation of engines. Performs required machine work necessary to rebuild an overhaul auxiliary power type aircraft ground support equipment, emergency generating units, etc. Performs all A, B and C preventive maintenance checks and any major or minor repairs on equipment up to and including ten ton semi-tractors. Procures, controls, issues and repairs tires and tubes for all pneumatic tired vehicles. Maintains and repairs all fire and crash vehicles, cranes and abulances. Examines and submits tires suitable for recapping. Responsible for maintenance , repair and service of all bulldozers, loaders, graders, crawler cranes, mobile cranes, railroad equipment, gas trucks, fork trucks, tow trucks, industrial flab beds and trailers used aboard the station, Controls, provides and issues all specialty tools, electric drills, etc. Maintains, repairs and services aircraft refueling tankers and prime movers assigned the Naval Air Station.

Responsible for the inspection for all automotive, construction, mateials handling and aircraft servicing equipment, applies cost codes and estimates time required to perform necessary repairs and preventive maintenance service. Schedules and expedites the work effort in the shop until completion of required maintenance or repairs. Controls the input of work in to ensure efficient and economical operations.

**Operations:** Responsible for the operation of the Station Transportation Pool. Operates the station bus and dispatches passenge carrying vehicles, trucks and equipment on a U-drive basis. Provides operator and trucks for all heavy freight hauling and for trash and garbage collection. Furnishes drivers as required for all vehicles. Is responsible for increasing, decreasing or changing equipmetn allowances to meet changing requirements. Controls assignment of vehicles to station departments and tenant activities insuring that utilization standards are met.

## TYPICAL DUTIES

### Planning

1. As senior civilian in the Transportation <sup>Branch</sup> Division, <sup>P</sup> Participates in planning conferences with staff personnel and with officials of all station departments and approximately twenty aircraft squadrons to determine and discuss transportation operation and maintenance requirements. Advises alternate methods of meeting requirements satisfactorily.

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Plans and develops budgetary requirements for the Transportation ~~Division~~ <sup>Branch</sup> for two years in advance. Forecasts personnel, materials and equipment needs based on previous monetary expenditures. Substantiates requests to higher authorities in terms of mission tasks and budget required to accomplish these tasks. Prepares reports to higher authority on equipment allowances, mileage reports, cost reports and others.

Studies the station bus and taxi service to determine necessary changes in schedules because of changing requirements dictated by changing manpower, time schedules, et. Reviews urgent requests for transportation service to determine best method of accomplishment and the probable effect on the planned workload.

### 30% Administrative

Determines need for modification of department and station instructions and makes recommendations to change these as required to improve station transportation service.

Makes continuing study of vehicle utilization and forecasts future needs. Justifies requests for additional or replacement vehicles and for personnel requirements. Initiates action to dispose of overage vehicles and vehicles which are excess to the needs of the station.

Directs studies and seeks solutions to continuing or complex problems in order to continually improve service and reduce costs of operations. Initiates and implements <sup>dept. head</sup> action to coordinate internal problems. Consults with the ~~Public Works Officer~~ and recommends remedial procedures on transportation problems on the station. ~~Acting for the Public Works Officer,~~ <sup>M</sup> Makes changes on shop policy when the changes are in accordance with established guides, instructions and policies as promulgated from higher authority.

Is responsible for all written correspondence that originates in the division and other written matters pertaining to ~~Public Works~~ Transportation ~~Services~~.

## Work Direction

Directs, reviews and evaluates work assigned to the <sup>Branch</sup> division. Authorizes temporary reassignment of personnel with transferable skills to meet transportation requirements. Establishes priorities and schedules subject to limitations imposed by higher authority. Reviews quantity and quality of work performed by means of periodic quality audits, reports and discussions with subordinates. Advises subordinate supervisors of progress of other phases and programs in the department and in other ~~activities of the station in order that they will see where the~~ <sup>Transportation Division</sup> fits into the big picture of serving the Fleet. Provides technical and administrative guidance in the area of transportation. Follows up to ascertain compliance with departmental and Navy policy. Interprets policy for subordinates. Surveys the training and needs of subordinate members of the organization and acts as supervisory training officer for the Transportation Division.

Plans work to be accomplished by subordinates, determines priorities and assigns work based on priorities; provides advice, counsel or guidance to assure proper accomplishment of assigned tasks. Prepares written performance standards, appraises work being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, conducts required training, and evaluates effectiveness of training. Promotes the participation of employees in programs such as Beneficial Suggestions and Cost Reduction. Interviews candidates for vacant positions. Makes recommendations for selection, promotion, detail, and/or reassignment. Signs time and labor cards, approves/disapproves leave, and initiates new, revised, or amended position descriptions as necessary to assure currency and accuracy. Counsels employees, adjusts informal complaints and grievances through discussion with employees and union representatives, initiates disciplinary action as needed. Ensures that employees observe regulations and rules on house-keeping, conduct and safety.

Implements general and specific provisions designed to assure that policies to achieve management objectives in such areas as employee management relations and equal opportunity are effectively carried out. Assures equal treatment of all employees. Assures equal opportunity for all persons, to prohibit discrimination in employment, development, advancement, and treatment because of race, color, religion, sex, or national origin. Promotes the full realization of equal employment opportunity through continuous participation in the Stations Affirmative Action Program Plan for minorities and women, with assertive efforts in the accomplishment of goals established to overcome underrepresentation.

## CONTROLS OVER THE POSITION

Works under the general administrative direction of the ~~Assistant Public Works Officer~~. Assignments are usually received in the form of oral and/or written communications and directives which usually cover a variety of work operations, either directly from the Public Works Officer or via the chain of command. Work is reviewed in terms of overall accomplishments and the efficiency and economy of operations supervised.

A secret security clearance is required.

Classification notes:

US OPM FWS for Supervisors dated Dec 1991:

Factor I: Situation 2 (no subordinate supervisors, but 2 work leaders)

Factor II: Auto Mech WG-10

Factor III:

Sub-factor A: A-2 45pts

Sub factor B: B-4 60

Sub factor C: C-1 5

Total Pts: 110

Grade determination: WS-10